

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

COLLECTION SYSTEM MAINTENANCE OPERATOR

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Collection System Maintenance Operator is the second level in a four level Collection Systems series. Incumbents are responsible for performing the full range of duties involving the servicing/cleaning, maintenance, inspection, repair and construction of wastewater collection systems.

In addition to regular work shifts, incumbents may be required to work nights, weekends and holidays in all weather conditions. Must be available to work on call/standby for one week intervals

The Collection System Maintenance Operator is distinguished from the Assistant Collection System Maintenance Operator by its responsibility to perform technically complex tasks. The Collection System Maintenance Operator is distinguished from the Senior Collection System Maintenance Operator, which is responsible, as lead worker, for making work assignments, overseeing the work of other Collection System Maintenance Operators, training, ordering and distributing supplies, preparing reports, and performing administrative tasks in the absence of the supervisor

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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|----|---|----------------|
| 1. | Performs a variety of servicing/cleaning, maintaining, inspecting, repairing, and constructing work, which may include: rodding, hydroflush servicing/cleaning, television camera inspection and repair, and installing service connections, manholes, and pipelines. | Daily
70% |
| 2. | Services/cleans, maintains, inspects, and repairs lift station equipment and facilities, including responding to facility alarms. | Daily
70% |
| 3. | Utilizes, adjusts, maintains, and cares for a variety of manual and power operated tools, devices, and equipment used in the servicing/cleaning, maintenance, inspection, repair, and construction of wastewater collection systems. | Daily
20% |
| 4. | Ensures the safety of work zones, including placing safety cones, flags, signs, and other safety equipment around work site locations. | Daily
10% |
| 5. | Prepares service orders and maintains a variety of records related to work performed; prepares reports summarizing project activities. | Weekly
5% |
| 6. | Responsible for responding to customer service calls during and after hours. | As
Required |

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<u>TYPICAL CLASS ESSENTIAL DUTIES:</u> (These duties are a representative sample; position assignments may vary.)		<u>FRE- QUENCY</u>
7.	Performs other duties of a similar nature or level.	As Required

Training and Experience (positions in this class typically require):

- One year of experience equivalent to an Assistant Collection System Maintenance Operator with the City of Fresno is required;
- OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements At time of appointment and throughout employment will require:

- Basic Class C License
- Commercial Class B License
- Commercial Class A License

Knowledge (position requirements at entry):

Knowledge of:

- Materials, methods, practices and equipment utilized in wastewater collection system pipeline servicing/cleaning, maintenance, inspection, repair and construction;
- Basic wastewater collection system operations;
- Applicable tools and equipment utilized in the trade;
- Preparing a variety of records related to work performed;
- Safe work practices and procedures.

Skills (position requirements at entry):

Skill in:

- Servicing/cleaning, maintaining, inspecting, repairing, and constructing wastewater collection system pipelines
- Using and maintaining applicable tools, equipment, vehicles, and hardware and software related to job duties
- Reading and interpreting blueprints, schematics, and other technical drawings related to job duties
- Handling biohazardous materials
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

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Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling and crouching.

Very Heavy Work: Exerting up to 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises and travel.

Note:

The above job specification is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

Date: 12/2007

Reviewed by the City of Fresno

Date: 5/2008